

How to Request Financial Management & Reporting System Development or Enhancements

POLICY/PURPOSE

To provide a process to document requests for system development or enhancements. This procedure will be used by the Office of Financial Management to make changes to financial management systems.

DEFINITION

Financial Management & Reporting system development or enhancements include projects relating to disbursements, receipts, payroll-related activities, interfaces to or from MAIN FACS or procurement activities resulting in accounting transactions.

PROCEDURES

The Request for Financial Management & Reporting System Development or Enhancements Form (A-2213) is divided into two sections, which are as follows:

1. Users are responsible for completing Part I of the form.

The following approvals need to be obtained:

- The agency's Chief Financial Officer (CFO) is required to sign any request.

2. The Office of Financial Management is responsible for completing Part II of the form.

Part I - Agency

Step Procedure

1. Enter "X" in the appropriate box to ADD or CHANGE.
2. Enter the DATE OF REQUEST.
3. Enter REQUESTER'S NAME (Last, First, and Middle Initial).
4. Enter REQUESTER'S DEPARTMENT.
5. Enter REQUESTER'S PHONE NUMBER.
6. Enter the BUSINESS NEEDS AND BENEFITS for the enhancements. If necessary, attach any screen prints or other documentation.
7. Enter HOW THE NEED IS CURRENTLY BEING SATISFIED.
8. Enter AGENCIES AFFECTED by the enhancements.
9. Enter the ALTERNATIVES explored prior to request.
10. If applicable, enter any HELP DESK SUGGESTIONS.
11. If applicable, enter any HELP DESK TICKET #s.
12. The CHIEF FINANCIAL OFFICER should SIGN AND DATE the request.
This is a required field.
13. The Chief Financial Officer should enter their PHONE NUMBER.
14. Forward the request to Office of Financial Management, 7th Floor, Romney Building.

Part II – Office of Financial Management (OFM)

Step Procedure

1. Enter the LOG NUMBER.
2. Enter the DATE REQUEST RECEIVED.
3. Enter “X” in the appropriate box to APPROVE or REJECT the request.
4. Enter “X” in the appropriate PRIORITY box.
5. Enter the RATIONALE FOR APPROVAL OR REJECTION.
6. Office of Financial Management should SIGN AND DATE the request.